

EV INTAKE Entering Evidence into LIMS/Exam Forms/Storage

A. SCOPE

- A.1 Evidence is sorted and received from various locations such as the intake lockers, mail, and direct submissions. The Evidence Clerks will enter the evidence into the LIMS for tracking purposes. All items must be logged into the system prior to placing them on a shelf for storage.

B. PROCEDURE

- B.1 Each Package requires a separate entry and bar code.
- B.2 Enter the case demographics into LIMS by selecting *New Submission*.
- B.3 Enter the agency and case number. Click *Search* to search the case number by Soundex to locate similar case number and reduce the number of duplicate cases. If the agency and case number already exists, you'll choose *new submission*. If the agency and case number do not exist, you'll choose *new case*. Complete the intake screens from the information on the package.
- B.4 Enter the agency's case number using the format defined in the LIMS system.
- B.5 Enter the agency's unique identifying item # in the AI# Field.
- B.6 For Suspect or Victim Sexual Assault Evidence Collection Kits that are received without a Lab Request, use the S# or RN# printed on the Kit as the AI# Number.
- B.6.1 When a sexual assault kit is submitted to evidence without an examination request form attached, evidence will notify the detective sergeant.
- B.7 Determine the appropriate available shelf location.

C. LABORATORY EXAMINATION REQUEST FORMS

- C.1 Remove the blue sheet from the Laboratory Examination Requests and forward to the supervisor.
- C.1.1 WCSO Controlled Substance Laboratory Examination Requests are not forwarded to the supervisor unless a DA request is attached or it is specifically requested by the Controlled Substance Lab. These Examination Request blue sheets are kept with the evidence item until they are requested by the Forensic Science Division staff.

D. STORAGE OF EVIDENCE

- D.1 Determine the appropriate available shelf location and record it on the evidence package.
- D.2 After the preceding steps have been completed, the items of evidence must be placed in the selected location for storage.
- D.3 Scan the storage location. Then scan the item and place it on the same shelf.

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- D.4 When placing the item onto the selected location the evidence technician must verify that the location where the item is actually placed is the same as that indicated on the item of evidence itself.

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